

## **BUYER**

### **GENERAL RESPONSIBILITIES**

Purchase commodities and services requested by County and Governmental Partners in accordance with procurement policies, procedures and regulations. Train and assist user agencies in other purchasing procedures.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Assist in pre-procurement planning process to determine agency need, bid method, availability of established state or municipal contracts, and develop price/cost analysis
2. Assist in pre-bid meetings, evaluation team meetings, bid openings, and presentations to Commissioners for concurrence
3. Act as liaison for agencies throughout the procurement process
4. Select, order, and arrange shipping or transportation of commodities and services.
5. Develop, monitor and maintain vendor performance database
6. Provide reports, updates, and general information notices to user agencies and management as necessary
7. Assist with procurement card program administration, training, and monitoring
8. Issue purchase orders, change notices, and/or termination notices to vendors
9. Process invoices and other payments against open purchase orders and contracts
10. Maintain knowledge of commodity/equipment safety requirements and product trends
11. Develop, monitor, review, and renew contracts as needed
12. Assist in internal or external audits or bids and contracts
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations
15. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
16. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

### **EDUCATION AND/OR EXPERIENCE**

1. Bachelor's degree in Business Administration or related field and one year purchasing experience or Associate's degree and three years purchasing experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read, analyze, and interpret technical journals, financial reports, and legal documents
2. Present information and respond to questions from employees, groups of managers, clients, customers, and the general public
3. Write information that conforms to prescribed style and format

4. Use computer software programs and/or other applications
5. Define problems, collect data, establish facts, and draw valid conclusions
6. Apply mathematical operations to purchasing duties
7. Interpret an extensive variety of technical instructions and deal with several variables
8. Proficient in MS Office (Word, Excel, Outlook)
9. Experience with automated procurement system

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. Certified Professional Public Buyer (CPPB) (must obtain within three years of employment)